

Legend:
AGENDA - green
MINUTES - white
ATTACHMENTS - blue
RESOLUTIONS - yellow

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
NOVEMBER 15, 2021
12:30 p.m.**

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

**Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069**

MINUTES

ITEM 1. ROLL CALL

Vice-Chairperson Ratliff declared a quorum present and called the meeting to order at 12:45 P.M.

COMMISSIONERS PRESENT:

Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Paul Austin	Commissioner
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

Jeff Cummins	Chairman
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STAFF PRESENT:

Karen Canavan	Executive Director
Sherri Hunt	Deputy Executive Director
Barbra Ruth	Executive Assistant
Allison Failing	Section 8 Supervisor

VISITORS PRESENT:

None

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER LAWRENCE.

- ITEM** **3. APPROVAL OF AGENDA**
- ACTION REQUESTED:** A motion to approve the Agenda for the November 15, 2021, Regular Board Meeting, as presented.
- ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the Agenda for the November 15, 2021, Regular Board Meeting. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Vice-Chairperson Ratliff declared motion carried.

- ITEM** **4. CONSENT DOCKET**
- INFORMATION:**
- This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that Items 5 thru 8 be placed on the Consent Docket.
- ACTION REQUESTED:** A motion to place Items 5 thru 8 on the Consent Docket to be approved by one motion.
- ACTION TAKEN:** A motion was made by Commissioner Austin and seconded by Commissioner McKinney to accept items 5 thru 7 and individually ratify item 8 for the November 15, 2021, Regular Board Meeting. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Vice-Chairperson Ratliff declared motion carried.

- ITEM** **5. APPROVAL OF MINUTES FROM SEPTEMBER 13, 2021, REGULAR BOARD MEETING.**
- ACTION REQUESTED:** A motion to approve the minutes from the September 13, 2021, Regular Board Meeting, as presented.
- ACTION TAKEN:** Approved on Consent Docket.

ITEM

6. **CONSIDERATION OF FINANCIAL STATEMENTS FOR AUGUST, 2021
AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR
OCTOBER, 2021**

The low rent program had a net income of negative \$9,210.69. There was a new vehicle expense of \$29,085 during the month.

The Routine Claims and Credit Card Expense Reports were attached for review.

Maintenance over time for the month was \$195.93.

Credit Card expense for the month was \$1,282.45.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM

7. **CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF
OCTOBER, 2021.**

Section 8 has a total of 1,151 vouchers under lease. Currently there are 673 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 13 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 6 approved applicants on the waiting list.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM

8. **RATIFICATION OF AWARD TO HERITAGE HILLS FOR STORM REPAIR AT
PUBLIC HOUSING UNITS.**

This item appears so the NHA Board may ratify their vote within the permanent record of the NHA.

As you recall, in April 2021, the NHA administrative building along with Redbud Village and Crystal Heights suffered significant hail damage.

Base Bid		Upgrade Shingles	Days to Completion
Heritage Hills	\$417,415.00	\$39,676.00 =	30
RMC Inc.	\$400,885.00	\$24,276.00 =	120
		457,091.00	
		425,161.00	

Although RMC is the lowest bid, staff recommends approving the contract with Heritage Hills.

A few years back, RMC replaced the air handlers in Rose Rock Villa. There were multiple problems and based on their performance, we do not recommend them for this job. In addition, RMC will take an additional 90 days to complete the work.

Heritage Hills provided three references from other housing authorities in Oklahoma, where they completed like work, as a result of storms. Each reference came back very good and a willingness to hire them again.

Insurance has approved the contract using the IR shingles and the award includes the IR shingles.

Staff recommends approve as presented to hire Heritage Hills in the amount of \$457,091.00.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve ratification of award to Heritage Hills for storm repair. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

9. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 9/30/2021.

Kelly Russell was recognized as Employee of the Quarter ending 9/30/2021. She was not present at the meeting due to having property inspections scheduled for that day. The Board would like to thank her and get a picture with her at the next Board Meeting.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM

10. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-006, TO AMEND THE LOW RENT ADDMISSION AND OCCUPANCY POLICY MODIFYING THE LOW RENT FLAT RENT SCHEDULE.

The Department of Housing and Urban Development has published a listing of the final 2022 Fair Market Rents (FMR). The FY 2014 Appropriations Act required PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR), and established rent increase phase-in requirements to prevent family rental payments from increasing by more than 35 percent. HUD implemented these requirements through Notice PIH 2014-12. After reviewing the final FMR and the Small Area FMR for Cleveland County by zip code we will be increasing the one, two, and three bedroom unit flat rents as indicated below. With these changes our flat rents for all bedroom sizes will be within 80% of the FMR requirement. We would not have any flat rents increasing more the allowable 35 percent.

Below you will find the current flat rents, new Fair Market rents, current utility allowance, and purposed new flat rents. If approved new flat rents will go in effect January 1, 2022.

New Flat Rent Calculations Rose Rock Villa

BR Size: 1

New FMR: \$720

80% of FMR: \$576

Utility Allowance: \$37

New Flat Rent: \$539

Current (old) Flat Rent: \$531

New Flat Rent Calculations Colonial Estates

BR Size: 2

New FMR: \$927

80% of FMR: \$742

Utility Allowance: \$148

New Flat Rent: \$594

Current (old) Flat Rent: \$564

New Flat Rent Calculations Colonial Estates

BR Size: 3

New FMR: \$1239

80% of FMR: \$991

Utility Allowance: \$163

New Flat Rent: \$828

Current (old) Flat Rent: \$805

New Flat Rent Calculations Jamestown

BR Size: 1

New FMR: \$746

80% of FMR: \$597

Utility Allowance: \$132

New Flat Rent: \$465

Current (old) Flat Rent: \$432

New Flat Rent Calculations Jamestown

BR Size: 1 HC

New FMR: \$746

80% of FMR: \$597

Utility Allowance: \$129

New Flat Rent: \$468

Current (old) Flat Rent: \$432

New Flat Rent Calculations Jamestown

BR Size: 2

New FMR: \$927

80% of FMR: \$742

Utility Allowance: \$148

New Flat Rent: \$594

Current (old) Flat Rent: \$564

New Flat Rent Calculations Jamestown

BR Size: 2 HC

New FMR: \$927

80% of FMR: \$742

Utility Allowance: \$145

New Flat Rent: \$597

Current (old) Flat Rent: \$567

New Flat Rent Calculations Red Bud

BR Size: 1

New FMR: \$746

80% of FMR: \$597

Utility Allowance: \$125

New Flat Rent: \$472

Current (old) Flat Rent: \$441

New Flat Rent Calculations Red Bud

BR Size: 2

New FMR: \$927

80% of FMR: \$742

Utility Allowance: \$141

New Flat Rent: \$601

Current (old) Flat Rent: \$584

New Flat Rent Calculations Red Bud

BR Size: 3

New FMR: \$1239

80% of FMR: \$991

Utility Allowance: \$156

New Flat Rent: \$835

Current (old) Flat Rent: \$829

Staff respectfully requests adoption of the Resolution as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-006. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

11. **CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-008, A RESOLUTION TO REVISE THE NHA PERSONNEL POLICY REGARDING NEPOTISM AND CLARIFY OF RELATIONSHIPS.**

We would like to revise the Nepotism Policy to allow employment of family members under the condition that they will not be allowed to work within the same department or for a supervisor that is a family member.

Current Nepotism Policy:

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Company and its Employees. Therefore, it is the policy of the Company not to hire family members to the 3rd degree of any current Employee in any capacity.

For purposes of this policy, family members to the 3rd degree are defined under the Sick Leave Policy.

When a situation occurs, which results in a violation of this policy (whether because of the marriage of two Employees or some other circumstance), one of the Employees involved will be required to resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Company of their decision within 30 days after the violation begins. If the Employees cannot make a decision, the Company will decide on its sole discretion who will remain employed.

Proposed Nepotism Policy:

The employment of family members can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Company and its Employees. Therefore, it is the policy of the Company to not allow employment of family members, to the 3rd degree, to work within the same department or for a supervisor that is a family member.

For purposes of this policy, family members to the 3rd degree are defined under the Sick Leave Policy.

When a situation occurs, which results in a violation of this policy (whether because of the marriage of two Employees or some other circumstance), one of the Employees involved will be required to resign or, if there is a position open in another department that they are qualified for, they can transfer. Employees will be permitted to determine which of them will be required to make the transfer and inform the Company of their decision within 30 days after the violation begins. If the Employees cannot decide, the Company will decide on its sole discretion who will remain employed.

While reviewing the personnel policy, we noticed that the wording under 3rd Degree-Spouses Brothers/Sisters covers one side of the in-laws but not the other side. We would like to update the policy to include the employee's brother's/sister's spouse. This will allow the employee's brother or sister in law from both sides to be included since this table determines the use of bereavement leave, nepotism and sick leave.

Current: Spouse's brother or sister

Proposed Revision: Spouses of Brothers/Sisters of Employee or of Employee's Spouse

CURRENT TABLE OF 1ST, 2ND AND 3RD DEGREE FAMILY MEMBERS

Employee	1st - Children	2nd - Brothers/Sisters	3rd - Uncles/Aunts
	1st - Parents	2nd - Spouse's Parents	3rd - Nephews/Nieces
	1st - Spouse	2nd - Grand Children	3rd - Great-Grand Children
		2nd - Grand Parents	3rd - Great Grand Parents
			3rd - Spouses Brother's/Sister's

Commissioner Austin stated that he does not agree with the proposed nepotism policy allowing hiring of 1st degree family members or that siblings and spouse's parents are classified as 2nd degree family members when they should be classified as 1st degree family members.

Staff recommends approval of Resolution NHA 21-22-008 as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to change the Nepotism Policy to hiring of 2nd and 3rd degree with the changes of moving the brother/sisters and spouse's parents to the 1st degree. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

12. EXECUTIVE SESSION TO DISCUSS YEAR END INCENTIVES, EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT, AND THE IMPACT OF THE NELROD STUDY.

ACTION REQUESTED: A motion to go into executive session.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to go into executive session. All Commissioners and Executive Director Canavan will be present. Executive Director Canavan will be dismissed at her discussion of employment contract. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

13. OPEN SESSION.

For the record, there was a discussion but no votes were cast. Executive Director Canavan was asked to stay for part of the discussion.

ACTION REQUESTED: A motion to conclude executive session and go into open session.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to go into open session. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

14. APPROVAL OF RESOLUTION NUMBER NHA 21-22-009, REVISION #1 TO THE FYE 6/30/2022 LOW RENT BUDGET.

Attached, was the revised Low Rent Operating Budget for the year ending June 30, 2022, as prepared by Maria Urlaub, Certified Public Accountant. The revised Low Rent Budget reflects a proposed net income of \$99,235.

The revision is needed due to increasing salaries to align with the salary study and the addition of staff. You will notice that some employees are paid from multiple programs (LR, Section 8, and NAHC). As a result, Section 8 is projected to come in at \$224,192 while the NAHC is projected to come in at \$53,610.

Staff respectfully requests approval of Resolution Number NHA 21-22-009, approving the FYE 6/30/2022 Low Rent Operating Budget.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-009, including increasing the salaries to align with the salary study. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

15. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-007, A RESOLUTION TO REVISE THE ORGANIZATIONAL CHART, ADDITION OF A LEASING ASSISTANT POSITION, AND REVISE ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION.

New position of Leasing Assistant –

We purchased our first NAHC rental property nearly 15 years ago. Since then, the portfolio has grown to nearly 40 units and has remained the responsibility of the Deputy Executive Director. We have reached a point to needing additional staff to assist with the portfolio.

The Section 8 program has also grown with 2 new programs added within the past 2 years.

Public Housing has been restructured to operate with 2 employees rather than 3. (We have contracted out the annual inspections for PH).

Each Department needs additional help but not a full-time position. Consequently, I wish to hire a Leasing Assistant that will operate directly under the Deputy Executive Director and will be assisting with functions for all three areas.

A position description was attached for review.

Administrative Position Revision –

Upon review of the Administrative Assistant Position, it required updates because of procedural changes.

The revised position description was attached for review.

Organizational Chart Revision-

Based on the new salary study completed by Nelrod, the salary ranges needed to be revised to attract and retain quality employees.

The proposed Organizational chart was attached for review.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number NHA 21-22-007 to revise the organization chart, add positions and change the proposed high- and low-end salary levels. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 16. AWARD OF YEAR END INCENTIVES.

It is that time of year to recognize the outstanding professionals of the NHA team.

We continued to run a "High Performing" and very well managed Public Housing and Section 8 Housing Choice Voucher Program; as acknowledged by HUD's rating factors and our annual independent auditors. This can only be accomplished through the outstanding leadership of the NHA Board of Commissioners and the professional staff of the NHA.

Fiscal year ending 6/30/2021 was an outstanding year. The Low Rent program netted \$304,767 while the Section 8 Program netted \$323,513. (NAHC netted \$100,038)

Although our earnings were very high this past year, I am requesting \$13,300 for staff year end incentives; the same as last year. I would also recommend the Executive Director's year end incentive remain the same amount as last year. (With the looming cost of yet more insurance deductibles from the October hail storm, I am reluctant to increase the incentives; though well deserved.)

Staff recommends approving the year end incentives for staff and the Executive Director as presented.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve \$13,300 as a year-end incentive and Executive Director Canavan will receive the same amount as last year.

DISCUSSION:

Commissioner Austin clarified that the Executive Director's amount is separate from the \$13,300 for staff and asked Executive Director Canavan if the staff's amount was set in stone for each employee or will the incentives be discretionary. She replied with discretionary. Commissioner Austin then asked to Amend the motion.

AMENDED MOTION:

A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve \$13,300 as a year-end incentive and Executive Director Canavan will receive the same amount as last year. The \$13,300 will be discretionary with the Executive Director as to its distribution.

The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

17. RENEWAL OF EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to offer a 3-year contract with an increase of pay agreed to under the new budget recently approved and includes all other previously approved incentives. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

18. NEW BUSINESS

Executive Director Canavan informed the Board that while they were in Executive Session, something came up and it exceeds her spending authority. Rose Rock Villa Boiler System has sprung a couple of leaks. The cost will be \$6,914 to replace leaking pump gasket and 4-inch butterfly valve on heating water line. There's water coming out in to the boiler room floor from these gaskets and will need to be taken care of quickly.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve paying for the butterfly valve and the pump seal in the amount of \$6,914 to Trane. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 19. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 20. COMMISSIONER'S COMMENTS

Commissioner Lawrence showed her Ethics Training Certificate to the Board. She has the Fundamentals Training class scheduled and once completed, she will be a certified Commissioner. She thanked Executive Director Canavan and Executive Assistant Barbra for helping her get that set up.

Commissioner Austin mentioned that he thought the salary study went fast for the amount of information that they received to make these kinds of weighted decisions and that it was so well done. It helped answer a lot of questions that he's had since before joining this Board.

Executive Director Canavan thanked the Board for the year-end incentives and that they deserved it. She also stated that she loves her job and Merry Christmas.

Commissioner Lawrence shared with the Board that the residents of RRV are satisfied with the safety, cleanliness and said that it's a decent place to live. She is also 100% satisfied with living at Rose Rock Villa. The new windows help a lot.

INFORMATION: This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM

21. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the November 15, 2021, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to adjourn the November 15, 2021, Regular Board Meeting.

The following vote was recorded:

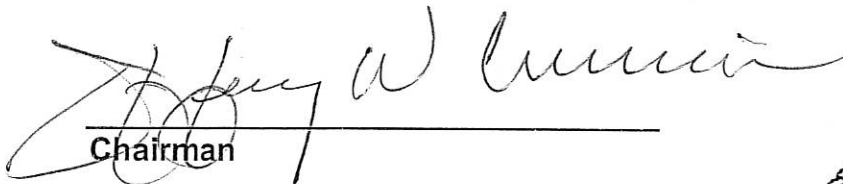
YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ADJOURNED AT 2:30 PM

PASSED AND ADOPTED THIS 24th DAY OF JANUARY 2022.


Chairman

Attest By:


Executive Director

